

Early Alert Team
 October 19, 2007
 10:30 a.m. - 12:00 p.m.

Present: Bonnie Bailey, Cindy Brennan, Mary Collins, Jennifer Cornish, Terry Dillon, Elizabeth Gonzales Hughes, LouAnne Lundgren, M. Magda Martinez-Baca, Yvonne Martinez, Aimee Quinn, and Michelle Renteria

Agenda Item	Action
Announcements (LouAnne)	<p>Cindy Brennan was introduced as a new member of the Early Alert team.</p> <p>LouAnne and Sandra received permission to update the Early Alert web site. The roster and name tags will be updated soon. Let LouAnne know if other changes are needed.</p> <p>CNM has awarded Intelliresponse with the bid to provide web site search services that answer visitors' questions.</p> <p>Jennifer Cornish invited Early Alert team members to attend a one-hour Early Alert Program using Banner at the New Mexico Academic Advisor Association conference on November 2 at Montoya campus. Some members are planning to attend.</p>
Update from the steering team (LouAnne)	<p>The AQIP Steering team has been meeting with the coaches. Kathy Bercaw will replace Kayleigh Carabajal as the facilitator of the AQIP Steering team.</p> <p>LouAnne mentioned that training opportunities for the Early Alert team are possible. The team needs to explore opportunities and make a request.</p> <p>The Early Alert team is making progress and has positive reports at the AQIP Steering Team meetings.</p>
Update from the sub-committee (Magda and Team)	<p>The ECA web Early Alert sub team has completed the electronic survey and has had some delays on the technical portion. The survey will be sent campus-wide.</p>

Agenda Item	Action
<p>Pilot Discussion – tool for reporting, web page, review Elgin documents, etc. (LouAnne)</p>	<p>The ECA web Early Alert project has been implemented for Fall 2007 term and FT and PT ECA faculty have been asked to participate. So far, seventy-two referrals have been submitted. LouAnne shared the ECA website, and the group reviewed the early alert page and referral form.</p> <p>The achievement coach web site and community resources were reviewed, and the group decided that a sub team needed to be created to discuss a referral system. The following people will be on the referral system team: Bonnie Bailey, Jennifer Cornish, Elizabeth Gonzales Hughes, and Michelle Renteria.</p> <p>Aimee Quinn agreed to start a sub team to gather a list of internal and external resources available.</p>